



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

SENIOR STAFF ANALYST

Posting Number

PN# 112030

Department

Health & Human Services Department

Division

Disease Prevention & Control Adm. Division

Section

Administration

Reporting Location

8000 N. Stadium Dr. 5th floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES

Functions in a staff role to provide professional analytical, administrative and/or management systems services to Division Manager level and above.

CORE FUNCTIONS

- Researches and writes goals and objectives, statements of need, evaluation plans, program plans, budget justifications, and supporting documentation for federal/state and private grant applications, using word processing and spreadsheet computer applications. Creates and implements processes to obtain information required in grant applications.
- Obtains and analyzes project costs and prepares budget justifications and budget revisions that meet federal, state and agency guidelines, for multi-million dollar grant applications that provide funding for HDHHS programs.
- Initiates and coordinates cross-functional workgroups comprised of internal and external stakeholders of HDHHS to develop and negotiate cooperative projects and interagency agreements, objectives, work plans, research and evaluation activities, and timelines. Assists in identifying the need for new programs.
- Provides advanced consultative and technical assistance to Division staff to identify external resources to implement program objectives through professional service contracts, consultant service contracts, and interagency agreements.
- Plans and creates written work plans, procedures, time lines and other instruments which promote the efficient development of grants, reports and projects.
- Performs other duties as assigned.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License in compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

- Knowledge of STD, HIV, TB programs, Aging, and Health Promotion programs or other public health practices. Skills in grant and report writing. Skills in budget development. Knowledge of public administration, program management, and project management. Knowledge of planning and research techniques.
- Skills in using PC Windows applications to manage data, such as MS Word and MS Excel.
- Skill as team leader or facilitator of work groups to develop projects or documents. Ability to interpret guidelines and regulations and convey them to others. Ability to write goals and objectives. Ability to prioritize and plan assignments, and to prepare and follow written work plans, timelines, and procedures. Ability to communicate ideas clearly and concisely, both written and orally. Ability to read and interpret technical information. Ability to devise solutions to administrative barriers and problems. Ability to meet strict deadlines, working under pressure with multiple projects and rapidly changing priorities.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 28

\$1,777-\$3,407 Biweekly \$46,202- \$88,582 Annually

OPENING DATE

July 19, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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